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Attachment A

DDS REVIEW PROCEDURE

In order to permit the Doctrine Development Staff to perform its function of reviewing training material, the following procedure is instituted:

- a. All lesson folders from all courses given by TRD will be routed to DDS by the Research Materials Office in accordance with a schedule to be worked out by consultation between Chief, DDS, and Deputy Chiefs of Training, and approved by Chief, TRD.
- b. Initial review reports (prototype attached) will be forwarded by DDS to Chief Instructors through the appropriate Deputy Chief, TRD, for information, concurrence and action.
- c. A second review of revised lesson folders will be made upon re-submission of the revised lesson folders to RMO and a system of response dates will be instituted by DDS to ensure periodical review of all material in the future.
- d. Chief Instructors will be responsible for ensuring that RMO is promptly advised of new material incorporated or old material dropped, and RMO will ensure that lesson folders or amendments to lesson folders are transmitted to DDS for review as soon as received, for examination and comment.
- e. DDS will, upon the instruction of the Chief, TRD, or at the request of the appropriate Deputy Chief, TRD, arrange to make any special reviews which are considered desirable.

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DDS REVIEW REPORT

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TO: \_\_\_\_\_

COURSE: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

DATE OF REVIEW: \_\_\_\_\_

NATURE OF MATERIAL REVIEWED: \_\_\_\_\_

BASIS OF REVIEW: \_\_\_\_\_

INSTRUCTOR RESPONSIBLE FOR MATERIAL REVIEWED: \_\_\_\_\_

CONCLUSIONS / PREVIOUS REVIEW: \_\_\_\_\_

COMMENTS:

A. Extrins.

1. Content:

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-2-

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2. Sequence:

3. Emphasis:

4. Illustrations:

5. Integration with Related Presentations.

6. Consistency:

7. Adequacy:

8. Omissions or Repetitions:

9. Sequence:

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CONCLUSIONS:

SUBMITTED BY:

DDS

APPROVED BY:

APPROVED:

Chief, TRD

FORWARDED TO:

DATE:

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